G. R. S. 59]

GENERAL AND REVENUE SECRETARIAT.

1902.- 3

([illegible])

File No. 338-02

Serial Nos. 1-4

P. 13

Papers Filed.

*Month*_____

SUBJECT.

Sanctions provisionally the budget Estimates of the Mysore Sandal Manufacture for 1903-04.

PREVIOUS REFERENCES.	LATER REFERENCES.

OFFICE OF THE DEWAN OF MYSORE

REVENUE AND GENERAL, DEPARTMENTS.

Short Office Note.

One form may be used for more than one letter of the same file as long as there is space. The Office Note should be in black ink. Write only on side of this form.

* No. and date of letter, from whom, catch words to denote nature of Subject should be stated, in red ink.

***Subject**

Budget Estimates of Disbursements of the Mysore Govt Stamp Manufactory for 03-04.

Correspondence ending with letter no: 91 dy 19.2.02 from the Officer in charge Stamp Manufacture.

Note

The proposed estimate for 03-04 is Rs 10,958 which is the same as the sanctioned estimate of Rs 10,298 for 02-03 plus Rs 660, the increase sanctioned to the establishment in Govt Pro: no: 3877-8 Mis 632 dy 13.9.02 with effect from 1st July 1902.

* Extract from monthly, no p. 4 ult

Submitted to the Secretary

ar
24/2/03

Why not have such Budgets once for all with probable variations allowed?

The Dewan

through the Hon'ble 2nd Councillor

vr
26/2/03

This may be sanctioned. Budget in the usual form may be allowed.

28/2

3/3/03.

all

Sanctioned.

Submitted.

The following Budgets were passed in Council last year.

(1) Forest Budget –

(2) D.P.W Budget.

(3) Provincial B Budget

(4) Village School Fund Budget.

(5) Allpara Industrial School Budget –

The rest were provisionally passed & Sent to Comptr.

88.

5/3/03 Order solicited whether the same course may be followed this year.

If all minor budgets have to be finally passed

Mrs Hensley may be provisionally passed – & ~~xxx~~ intimation given to the Comptroller – Name also given & Mrs Carbery's otherwise dealt with last year's Minutes

Ker

Note Hensley 12/3

10.III.03

they will all have
to pass through
Council.

6/3/03

11/3/03

Mis 2381

Regd 8903
1903 14 FEB 1903

From

The Officer in charge,
Mysore Govt Stamp Manufacture,
Bangalore.

To H. V. Nanjundayya Esqre,
Secretary to the
Government of Mysore
General & Revenue Department
Bangalore

Dated 13th February 1903.

Despatched

Received

General No. 85 G.A.O. R2892

No.

Enclosure No. 2

Sir,

Adverting to paras 1+3 of the Comptroller's Circular No 2006-B.N.R.30, dated 9th January 1903, I have the honor to submit a copy of the Budget Estimates of the Stamp Manufactory for the year 1903-1904 together with a statement shewing the numerical strength of the office establishment.

I have the honor to be,
Sir,
Your most obedient Servant

Officer in charge,
Mysore Govt Stamp Manufacture,
Bangalore.

Pl. 16-2-03

Read & subd with a draft
17-2-03

Statement showing the numerical strength of Establishment of the Mysore Government Stamp Manufactory

Name of Establishment.	Minimum Rs	Annual increment Rs	Maximum	Remarks.
Manufacturing Branch.				
Supervisor	80 " "	" " "	80 " "	
Accountant	20 " "	" " "	20 " "	
Foreman	30 " "	" " "	30 " "	
Perforator	15 " "	" " "	15 " "	
Pressman	15 " "	" " "	15 " "	
Baller	10 " "	" " "	10 " "	
Wheeler	8 " "	" " "	8 " "	
2 Sukmen at Rs 8/- each	16 " "	" " "	16 " "	
Stock Branch.				
Store Keeper	35 " "	" " "	35 " "	
Accountant	25 " "	" " "	25 " "	
Counter & Despatcher	20 " "	" " "	20 " "	
Counter	15 " "	" " "	15 " "	
Mutchi & Bookbinder	12 " "	" " "	12 " "	
Menial Establishment				
1 Duffadar	10 " "	" " "	10 " "	
2 Peons at Rs 8/- each	16 " "	" " "	16 " "	
2 Peons at Rs 7/- each	14 " "	" " "	14 " "	
2 Peons at Rs 6/- each	12 " "	" " "	12 " "	
1 Sweeper	6 " "	" " "	6 " "	
Total Rupees	359 " "	" " "	359 " "	

359 x 2 / 4208

Office of the Mysore Govt. Stamp Manufactory
Bangalore 10th February 1903.

Officer in charge,
Mysore Govt Stamp Manufactory,
Bangalore.

DUE IN COMPTROLLER'S OFFICE—15TH FEBRUARY.

GOVERNMENT OF MYSORE

ESTIMATES

OF

RECEIPTS & EXPENDITURE

OF THE

Mysore Government Stamp Manufacture Department.

FROM

1st July 1903 to 30th June 1904

Copy submitted Secretary of
~~Forwarded~~ to the ~~Comptroller~~ to the Government of Mysore on the General Revenue Depttt:
13th February 1903.

B Ryndlu Chetty.

Officer in Charge, Mysore Government Stamp Manufacture.

Date of receipt in Comptroller's Office—

Date of compilation—

NOTE.—Items of Receipts or Expenditure found wanting in the accompanying printed list, should be inserted in writing by heads of departments when preparing the estimates.

MGCPB—26-1-03—5

MEMO OF INSTRUCTIONS FOR THE PREPARATION OF THE BUDGET ESTIMATES.

Particular attention should be paid to the rules laid down in Chapter 10 of the Civil Account Code, Volume I, Article 155, and also to the following points:—

Estimated Revenue should be—

(1) For what is expected to be actually received during the year, including the arrears of past years.

(2) No net receipts to be entered, but the gross transactions in full.

(3) The estimate of receipts should not be merely an arithmetical average of three years' figures. The average is a guide, but it should not be taken absolutely.

(4) Every department should provide for the whole receipt with which it deals finally.

(5) As regards Land Revenue, Forests, Excise, Mohatarfa and Sayer receipts, the following details should be furnished in a separate statement to accompany the Budget Estimates:—

A—Actuals of the Previous year.

(*a*) Arrears at the beginning of the year.
(*b*) Current year's demand.
(*c*) Total.
(*d*) Collections—
  (1) On account of the arrears of the past and previous years.
  (2) On account of the current year's demand.
(*e*) Total.

B—Current Year's Estimate.

(*a*) Arrears at the beginning of the year.
(*b*) Current year's demand.
(*c*) Total demand.
(*d*) Collections—
  (1) Actuals during the first eight months.
  (2) Estimated collections during the subsequent months.
  (3) Total collections.
(*e*) Probable balance at the end of the current year.

C—Estimatefor the Ensuing Year.

(*a*) Arrears at the begining of the year.
(*b*) Demand proper of the year.
(*c*) Total demand.
(*d*) Estimated collections—
  (1) On account of arrears.
  (2) On account of the year's demand.
  (3) Total of (1) and (2).

Estimated Disbursements should be—

(1) For what is expected to be actually paid (under proper sanction) during the year including the arrears of past years—not for the demand or the liabilities falling due within the year. In no case net charges to be entered, but the gross transactions in full.

(2) Full amount of the sanctioned scale should be shown.

(3) The columns of No. must be carefully filled in, and the rate of pay should be stated.

(4) The estimates for varying charges, such as contingencies, travelling allowance, and the like should be made by taking the average of three years' figures only as a guide, but not absolutely.

(5) No new charge to be entered that has not been sanctioned by competent authority. The No. and date of order sanctioning fresh charges included in the estimates for the first time, must invariably be quoted. New or additional charges proposed, which are not sanctioned by Government, will be disallowed by this office.

(6) Every department will provide for the whole charge with which it deals finally.

NOTES.

1. Full explanation for the variation in the estimates with previous year's estimate should be given opposite such items.

2. The districtwar details for the estimates of receipts and expenditure of the Forest, Excise, Registration, Judical, Police, Muzrai and Medical Departments, which are reviewed and consolidated by their respective heads of departments or controlling offices, may be prepared as heretofore separately in manuscript and attached to the printed form wherein the totals are given.

3. No supplemental estimates will be attended to by this office if not received by the end of March.

E. R. SUBRAYER,
Comptroller.

STAMP MANUFACTORY.

ESTIMATES—Disbursements for the year ending 30th June 1904.

	Proposed estimate for 1903-1904		Sanctioned estimate for 1902-1903.		Difference		Explanatory remarks for increase or decrease in estimates proposed
	No.	Amount	No.	Amount	Increase	Decrease	
9—STAMPS.							
II. Stamp Manufactory.							
1 Pay of Officer in charge of Manufactory at Rs. 250/ a month		3000		3000	✓		
2 Establishment of ditto Permanent ...		4308 4302		4,308	X		*Sanctd estimate for 02-03 as in printed Budget 3648
3 Ditto Temporary ...		"		"			
4 Contingencies ..		300		300	✓		Increase to the Establishment sanctd in Govt order No: 3877-87 Mis 6328/13/9/02 — 660
5 Cost of water marked paper for stamps		2,500		2,500	✓		
6 Ditto for court purposes ...		"		"			
7. Cost of inks ——		500		500	✓		
8. Cost of dies & plates.		350		350	✓		4308
Total II, Stamp Manufactory ...		10958 10952		10958 10952			

Stamp Manufactory,

The 10th February 1903.

Officer in Charge, Stamp Manufactory.

To

The officer in charge,
Mysore Govt Stamp
D manufactory
Dated 16th Feb 1903
No: H. 1276

His no: 85 dated 13th
Feb 1903 submitting
Copy of the Budget
Estimate of the Stamp
Manufactory for 03-04

Has the honour to
observe that the provi-
sion made on account
of the permanent esta-
blishment of the Dept
is Rs 4302 while the
sanctioned estimate
for the year 1902-03 is
only Rs 3648 ~~not Rs 4307~~
~~as given in the Budget,~~
and to request that
reasons for the excess
provision of Rs 654 may
be given.

B. O.
17/2/03
For Secy
17/2

1903.

From The Officer in charge,
Mysore Govt Stamp Manufacture,
Bangalore.

To The Secretary to the
Government of His Highness
The Maha Rajah of Mysore
General & Revenue Department
Bangalore.

Dated 19th
Despatched } February.
Received

General No. 91
No.

Enclosure No.

Sir

In reference to your No. H. 1296 dated 16th February 1903, I have the honor to state, that the proposed increase for 1903-1904 is due to that sanctioned by Government in Proceedings No. 3877-8 Revs: 632 dated 13th September 1902 with effect from 1st July of the current official year.

I beg to add that, owing to a clerical error,

MGCPB-3-3-01-50-

Rupees 4,302 have been entered against "2 Permanent Establishment" instead of Rupees 4308, and to request that necessary corrections may be kindly caused to be made in the statement submitted by this office.

I have the honor to be,

Sir,

Your most obedient servant

Officer in charge,
Mysore Govt Stamp Manufacture,
Bangalore.

P.C.R

Read:

Correspondence ending with letter No: 91 dated 19th Feb 1903 from the Officer in charge, Mysore Govt Stamp manufacture Submitting the Budget estimate of disbursements of the Stamp manufactory for 1903-04 for Rs 10,958

Order thereon: No. 1511-12 16/3/03

The estimate which is the same as the Sanctioned estimate of Rs 10,298 for 1902-03 plus Rs 660, the increase Sanctioned to the establishment in Govt Pro: No: 3877-8 Mis 632 dated 13.9.02 is provisionally accepted.

7/3/03 Secretary

To

The Officer in Charge
Stamp Manufacture
Comptroller, Mysore Govt

Bbr
ND 9.3.03